GET CONNECTED

Send Documents to MGIC through VirPack

VirPack offers VirPack Direct, a direct eDelivery to MGIC. VirPack's Document Management and Delivery System (DMDS) renames, re-labels, re-stacks and packages the loan files for direct upload to MGIC.

There are two ways to deliver to MGIC through DMDS: either A) directly from within a loan file, or B) from the **Direct Deliver** screen.

Last Revised Date: 12/20/2022

A. Delivery Directly from a Loan File

1. Select "Direct Delivery"

From within a loan in DMDS, click on the VirPack ellipses dropdown menu located on	Q 0417202001 - Builder, Suzi	Po 🖶 🗄
the top far right of the screen.	Full Mortgage V & No filters V	Return to search
Select Direct Delivery from the dropdown	Conditions for Review 3 - 01. Borrower Conditions 4 - 02. Co-Borrower Condition.	
nend.	O - Esties Container O - Accounts Receivable Agi	Clear new content
	0 - Bank Statements 0 - Gift Docs 0 - Retirement Docs	C Edit VirPack data
	0 - Stock/Bonds Docs	Data extraction
	0 - Escrow Deposit Receipt 0 - HIID-1 - on Sale of Previo	Data extraction history
	0 - Assets - Misc	Data differences
		Document group review
		I≣ New task
	Lass Number 0417000001	Task history
	Loan Number 0417202001 -	 Task comments
	Loan Status Submitted to Underwritng	Checklist window
	Lender Name	Direct delivery
	Loan Type FHA	Direct delivery history

2. Select MGIC

For **Route**, select **MGIC** on the **Deliver via Direct** pop-up menu. After you select MGIC, the pop-up menu will minimize, and you will see an OK button.

Click OK.

Loan Number	
0417202001	
Route	
MGIC	~
Flagstar Franklin American Iake michigan Lakeview LoanCare LoanDepot LoanLogics LoanLogics	
MGIC National MI - DAR National MI - Non Delegated - Test Ocwen PDFwriter PennyMac Pentagon PHH copy Provident Radian Point RoundPoint	

3. Enter Information and Submit File

Enter the required information on the **Data** Pop-up window. Click **OK** to send the file to MGIC.

Note – The required data fields may vary. If you have an LOS or database view configured in your DMDS system, the data can be pulled directly from the LOS or database view to auto-populate some of these fields. Please contact VirPack Support with questions on the **LOS/Database View** configuration at support@virpack.com.

The **Direct Delivery Application** bundles the appropriate documents, re-labels them with MGIC's naming convention and automatically delivers them to MGIC.

Loan Number	Route
0417202001	MGIC
Source Loan Number:	Lender Loan Number:
0417202001	
Borrower Last Name:	Borrower First Name:
Delivery Type:	MGIC Customer ID:
Original 🗸	
ender Name:	Lender Branch City and State:
ender Contact Person Email:	Lender Contact Person Phone:
ender Contact Person Full Name:	Lender Contact Person Fax:
Request Type:	Return Document From MGIC Via:
MIOrder 🗸	Email 🗸
Coverage Percent:	Premium Plan:
	MonthlyZomp 🗸
Premium Paid By:	Renewal Type:
Borrower 🗸	Constant 🗸
Refund Option:	Financed Amount of MI:
Refundable 🗸	
Employee Relocation Loan:	File Handling Notes:
No 🗸	

1. Select MGIC

From any page within DMDS, click **Deliver** from the right-hand navigation menu and select **MGIC**.



2. Enter Information and Submit File

Enter the loan number(s) and any additional required information. Click Add to submit the	23	Enqueue VirPack for delivery to MGIC	;			
file to MGIC.		VirPack Loan Number:		Lender Loan Number:	Borrower Last Name:	Borrower First Name:
Nate The required data fields may year. If		Delivery Type:		MGIC Customer ID:	Lender Name:	Lender Branch City and State:
Note – The required data helds may vary. If		Original	~			
you have an LOS or database view configured		Lender Contact Person Email:		Lender Contact Person Phone:	Lender Contact Person Full Name:	Lender Contact Person Fax:
in your DMDS system, the data can be pulled						
directly from the LOS or database view to		Request Type:		Return Document From MGIC Via:	Coverage Percent:	Premium Plan:
		MIOrder	~	Email 🗸		MonthlyZomp 🗸
auto-populate some of these fields. Please		Premium Paid By:		Renewal Type:	Refund Option:	Financed Amount of MI:
contact VirPack Support with questions on the		Borrower	~	Constant 🗸	Refundable 🗸	
IOS/Database View configuration at		Employee Relocation Loan:		File Handling Notes:		
support@virpack.com.		No	~			
		Import 😽				Add

Contacts: MGIC Integration Services Integration services@mgic.com 1-888-644-2334 Your MGIC Representative mgic.com/contact

3. View Confirmation

The **Direct Delivery Application** bundles the appropriate documents, re-labels them with MGIC's naming convention and automatically delivers them to MGIC. A pop-up window confirms successful delivery.

Submission confirmation

Your 1 Direct delivery request has been enqueued for processing. You can use the Direct Queue page in Status to check on the progress of this delivery.



4. Monitor Delivery Status

Monitor the delivery status within DMDS and receive email notifications alerting you of both successful and unsuccessful deliveries.

Route	Status		User	VirPack		
[All]	✓ [AII]	~		Q		Filter 🗸
D : Prio	rity Status	User	Route	Submitted	Finished	Pool
o : VL	Processing	pastahl	MGIC	12/08/2022 11:00	а	LOANS
• • VL	Error	pastahl	PDFwriter	09/02/2022 10:18	а	LOANS
	Error	administrator	Local Test	09/01/2022 04:35	p	LOANS